



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

TENURE: LIMITED TERM (MAY BECOME PERMANENT)

TIME BASE: FULL TIME

SALARY: \$4,975 - \$6,415

**LOCATION: ENERGY DEPLOYMENT AND MARKET FACILITATION
SACRAMENTO, CA**

FINAL FILING DATE: March 20, 2019

DUTIES/RESPONSIBILITIES: The incumbent serves in the Energy Deployment and Market Facilitation Office (EDMFO) supporting the Energy Research and Development Division (ERDD) management team to implement and administer research development and demonstration (RD&D). Prepares written materials for presentations, press releases, and fact sheets; and has general knowledge of outreach efforts that span across a broad spectrum and understands RD&D issues. Possesses good written and verbal communication skills and some marketing and outreach skills. Performs the more responsible, varied, and complex technical analytical services assignments related to EDMFO program evaluation and planning; policy analysis and formulation; systems development; and continually provides consultative services to management related to program outreach activities.

The full duty statement can be found at <http://www.energy.ca.gov/careers/job.html>.

- **Public Outreach:** With direction from ERDD management and the supervisor, works with ERDD outreach staff in the development of public outreach materials to demonstrate RD&D success stories and public benefits from energy research. Outreach materials will include, but not be limited to, ERDD presentations, press releases, webinars, brochures and reports, to research stakeholders, legislators and other state and national agencies and organizations.
- **Project Management:** Either individually or as a member of a team, assists the management team in achieving established goals and objectives by evaluating and keeping management apprised of schedules, due dates, and deliverables necessary to effectively administer grant funding opportunities. Notifies management of delays and potential processing issues or difficulties with agreement packages, invoices, or other work products being routed through multiple Energy Commission offices. Makes process improvement and program activity recommendations to management to enhance workflow processes.
- **Database Administration:** Leads the efforts related to coordination and use of data and information for Commission-wide research activities; cleaning and preparing data required for external reporting; provides interaction with the developer and end-user to determine data access requirements while maintaining data integrity. Creates, develops, and manages internal process and procedures for database usage and reporting. Ability to communicate database results to management and staff via oral and/or written reports or presentations.

(Cont'd)

- **RD&D Public Workshops:** Either individually or as a member of a team, works with ERDD staff in the preparation and submission of outreach materials, documents and presentations to ensure commission or staff workshops are in compliance with Energy Commission guidelines and state policies. Responsible for ensuring readability and overall quality for ERDD outreach materials, documents or presentations created for these events.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complex information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. Electronic applications will be accepted. You must clearly indicate the basis of your eligibility (i.e. list, transfer, SROA/Surplus, reinstatement, etc.). RPA 350-146 and Position #535-350-5393-801 in the "Explanation Section" of the STD 678. Resumes are welcome but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Personnel Services Office
Attn: RPA #350-146
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4309

**California Relay (Telephone) Service for
the Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922
personnelservices@energy.ca.gov